

DD/Per
F.E. 2
15 April 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of PersonnelSUBJECT : Office of Personnel Report --
Week Ending 15 April 1977

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1. Savings Bonds: The U. S. Savings Bonds Campaign Rally was held in the Labor Department Departmental Auditorium on 13 April. Those representing the Agency were the Associate DDA; [REDACTED], the Agency's Campaign Coordinator; and ten other Agency employees. The Honorary Chairman this year is movie and TV starlet Sally Struthers of "All in the Family" fame. Pictures were taken with Ms. Struthers for display during the campaign.

2. Insurance: On 13 April, the Chief of Personal Affairs Branch and Chief, Insurance Branch, met with Mr. Richard Zinke (Manager, FEGLI) in New York to review the various FEGLI matters conducted between his office and the Agency.

3. Lenten Services: Catholic and Protestant services were held on Good Friday in the auditorium. Approximately 217 attended Catholic services and 110 attended Protestant services, as compared with 209 and 130 respectively last year.

4. Educational Aid Fund: There are 133 completed EAF applications on hand and numerous others in various stages of completion. Our figures indicate that 297 application forms were distributed.

5. Car Rental: The publishing of [REDACTED] "Rental Car Policy and Utilization of Car Rental Discounts," has created much interest in the discount stickers available in Central Processing Branch. Within the first three days, over 100 stickers have been issued to offices and individuals in the Agency. The present available stickers from Avis

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Rent-A-Car allow a discount from 10 to 35 percent, depending on the type of car and contract. Discussions have been held with Budget Rent-A-Car, and discount stickers from Budget should be available for the same purpose within the next few weeks. It is believed that this sticker system can save dollars for Agency personnel renting cars on official business.

6. Special Achievement and Exceptional Accomplishment Awards:

a. The Associate DD/O presented the Special Achievement Award and an honorarium of \$1,500 to a career agent now in the United States on home leave. The small, rather private ceremony was held in the Associate DD/O's office with representatives from EA Division and the DDO Special Panel in attendance. Mr. Shackley impressed the awardee, an Operations Officer, with the fact that his valuable feat was known to the President of the United States and that we in the Agency were proud and grateful for his attainments.

b. For the first six months of FY 1977, a total of 16 Special Achievement and Exceptional Accomplishment Awards was approved (total \$30,500) compared with 14 approvals for the first six months of FY 1976 (total \$19,610).

7. EAA Store: On 14 April, the EAA Store put out a display of Polaroid sunglasses. Word spread rapidly through the building, and by close of business 40 pairs had been sold.

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9. Clandestine Corps:

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a. Recruiter [REDACTED] of our [REDACTED] Recruitment Office has been detailed on a temporary basis to the DDO Clandestine Corps to assist them in the screening and evaluation of applicants. Because of the large number

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of ad responses received recently (about 500), they have asked for this assistance and that our field recruiters conduct the initial interview.

b. Contract Personnel Division has received its second request for the preparation of a contract for a contract employee being hired by the Clandestine Corps. This contract initially covers the training period, 7 April to 6 July 1977.

10. Clerical Personnel: Clerical Staffing Branch is beginning to receive requests for part-time personnel for the DDO. Since 8 April, requirements have been received for seven clerk-typists and two clerks. The DDO also recently issued six vacancy notices for overseas and one for Headquarters. The freeze on hiring new full-time employees is still in effect, however.

11. Rehired Annuitant: The following case was approved for the Directorate of Administration:

25X1A [REDACTED] -- Independent Contractor, Office of Training. New hire for one year. [REDACTED] 25X1A
has formerly been used by OTR under Memoranda of Oral Commitment.)

Coming Events:

1. We plan to issue a memorandum to the career services requesting nominees for the Performance Evaluation Task Force.

2. Chief, Review Staff will meet with Chief, Plans Staff and Section II of the Office of Personnel Panel to discuss a new draft of a paper concerning Ranking "Descriptors" and administration of the results of such rankings.

3. We will continue to edit the [REDACTED] 25X1A
Regulations.

[REDACTED]
F. W. M. Janney ✓

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